



PRODUCT SPECIFICATION

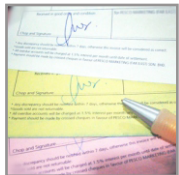
Size (mm)	Paper Type			Print Side	Print Colour (Front + Back)	Binding		Quantity (pcs)	Process Days (excluding order day & receive day)	
	Layer Sequence	Material				Book	Pad			
90 x 140 90 x 177 95 x 210 95 x 225 105 x 145 105 x 175 107 x 190 110 x 210 120 x 210 120 x 230 125 x 175 135 x 210 145 x 148 145 x 190 145 x 210 160 x 240 165 x 210 170 x 190 176 x 250	Cover (Book only)	Craft Paper		1 side / 2 sides (Back printing apply either First Layer or all Layers)	- 1C + 0 - 1C + 1C - 2C + 0 - 2C + 1C - 4C + 0 - 4C + 1C	Perforation Top	Padding Top	10 20 30 40 50 60 70 80 90 100 *Custom	5 days	
	Content (Layer 1 to Layer 6)	Normal Paper				NCR Paper (Non Carbon Required)	Perforation Left			Padding Left
		All Layer	Selected Layer							
	First Layer	Simili Paper - 50gsm	Simili Paper - 70gsm - 80gsm			NCR Paper - 50gsm (White / Green / Blue / Yellow / Pink)	50 sets per book / pad (1-6 layers per set)			
	Middle Layer		Bond Paper - 50gsm				-			100 sets per book / pad (1-2 layers per set)
	Last Layer	(Green / Blue / Yellow / Pink)	Newsprint							
	Back Cover (Book / Pad)	Craft Card								

*Custom qty refer to:
Min qty: 10
Max qty: 1,000
Increment qty: 10 books

Remarks : 1. Need Custom Size? Kindly contact customer service for special arrangement.



Multilayer



Carbonize Paper



Book Binding



Pad Binding



PRODUCT SPECIFICATION

Finishing (Optional)				
Copy Change		Hole Punching	Numbering	Perforation
English Font	Chinese Font			
Font Colour: RED	Font Colour: RED	Punch Diameter: 6mm (Applicable for all layers)	4 - 7 digits (RED colour) **The last digit must always begin with 1 Example: 0001 00101 000501	For book only Last layer (Available for perforation or no perforation)
Font: Arial in caps	Font: 经典繁平黑			
Font Size: 8pts - max 19 characters 10pts - max 15 characters 12pts - max 13 characters	Font Size: 8pts - max 17 characters 10pts - max 14 characters 12pts - max 11 characters			

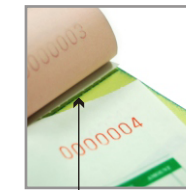
- Remarks :**
1. For back printing specification, kindly refer to **Artwork Specs** : Guideline for preparing Biz-Documnet artwork
 2. Back printing only applicable either first layer or all layers.
 3. For hole punching application, kindly refer to **Tutorial** : How to Prepare Artwork for Biz-Documnet
 4. Hole punching can only be applied to the left, for documents with a length of 100mm and above.
 5. Compulsory perforation for only one layer for book type.



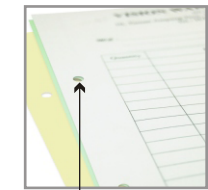
Copy Change



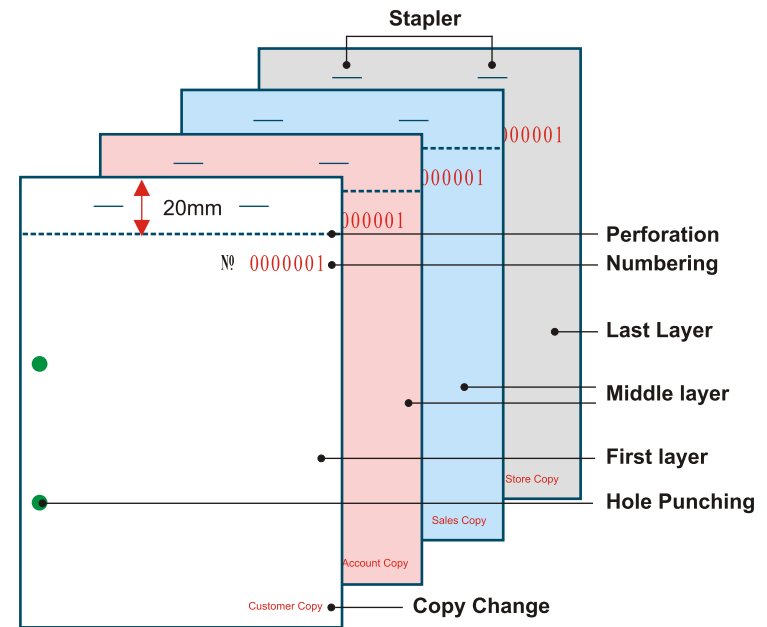
Numbering

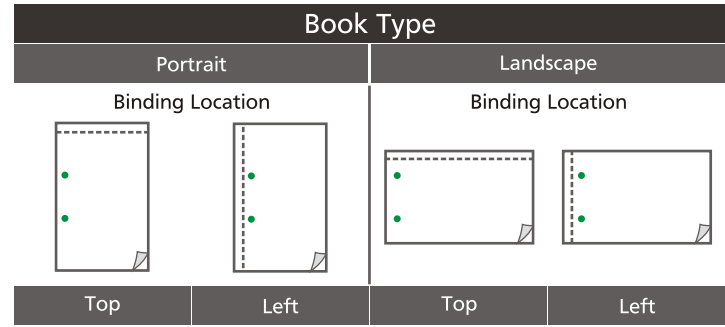
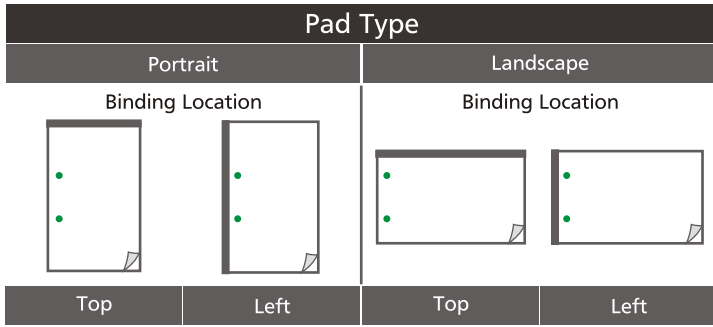


Perforation



Hole Punching





Size	Binding Location	Pad				Book			
		Portrait	Hole Punching	Landscape	Hole Punching	Portrait	Hole Punching	Landscape	Hole Punching
90mm x 140mm	Left	✓	●	✓	-	-	-	✓	-
	Top	✓	●	✓	-	✓	●	-	-
90mm x 177mm	Left	✓	●	✓	-	-	-	✓	-
	Top	✓	●	✓	-	✓	●	-	-
95mm x 210mm	Left	✓	●	✓	-	-	-	✓	-
	Top	✓	●	✓	-	✓	●	-	-
95mm x 225mm	Left	✓	●	✓	-	-	-	✓	-
	Top	✓	●	✓	-	✓	●	-	-
105mm x 145mm	Left	✓	●	✓	●	✓	●	✓	-
	Top	✓	●	✓	●	✓	●	✓	-
105mm x 175mm	Left	✓	●	✓	●	-	-	✓	-
	Top	✓	●	✓	●	✓	●	-	-
107mm x 190mm	Left	✓	●	✓	●	-	-	✓	-
	Top	✓	●	✓	●	✓	●	-	-
110mm x 210mm	Left	✓	●	✓	●	-	-	✓	-
	Top	✓	●	✓	●	✓	●	-	-
120mm x 210mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
120mm x 230mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
125mm x 175mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
135mm x 210mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
145mm x 148mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
145mm x 190mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
145mm x 210mm	Left	✓	●	✓	●	✓	●	✓	●
	Top	✓	●	✓	●	✓	●	✓	●
160mm x 240mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
165mm x 210mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
170mm x 190mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
176mm x 250mm	Left	✓	●	✓	●	✓	●	✓	●
	Top	✓	●	✓	●	✓	●	✓	●



PRODUCT SPECIFICATION - Specs Available for Book and Pad

Size	Binding Side	Pad				Book			
		Portrait	Hole Punching	Landscape	Hole Punching	Portrait	Hole Punching	Landscape	Hole Punching
180mm x 280mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
190mm x 148mm	Left	✓	●	✓	●	✓	●	-	-
	Top	✓	●	✓	●	-	-	✓	●
190mm x 210mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
190mm x 270mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
190mm x 290mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
190mm x 297mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
192mm x 268mm	Left	✓	●	✓	●	✓	●	✓	●
	Top	✓	●	✓	●	✓	●	✓	●
205mm x 194mm	Left	✓	●	✓	●	✓	●	-	-
	Top	✓	●	✓	●	-	-	✓	●
206mm x 173mm	Left	✓	●	✓	●	✓	●	-	-
	Top	✓	●	✓	●	-	-	✓	●
206mm x 240mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
206mm x 330mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
210mm x 270mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
210mm x 297mm	Left	✓	●	✓	●	✓	●	✓	●
	Top	✓	●	✓	●	✓	●	✓	●
250mm x 353mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
291mm x 148mm	Left	✓	●	✓	●	✓	●	-	-
	Top	✓	●	✓	●	-	-	✓	●
291mm x 210mm	Left	✓	●	✓	●	✓	●	-	-
	Top	✓	●	✓	●	-	-	✓	●
291mm x 420mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-
330mm x 420mm	Left	✓	●	✓	●	-	-	✓	●
	Top	✓	●	✓	●	✓	●	-	-